

## MY WORKPLACE LOGIN INSTRUCTIONS

Supervisors who have an existing DCPDS account (-MGR, -MGA, -RMM, -COS, -COC, -COP etc) will use this account to access My Workplace. My Workplace will appear as a new responsibility/hat once you login.

Supervisors without a DCPDS account must follow the instructions below:

For US Appropriated Fund and US Non-Appropriated Fund Employees enter User Name, which is your Social Security Number with dashes.

For Local National Employees enter your LN Employee ID\* (Employee Contract Number) without dashes. If you do not know your LN Employee ID, see instructions at the bottom of this page.

Create your initial default password listed in the table below:

<b>Appropriated Fund Employees</b>	<b>Non-Appropriated Fund Employees</b>	<b>Local National Employees</b>
(1) Upper case first and second letters of first name	SAME	SAME
(2) Dollar Sign	SAME	SAME
(3) Lower case first and second letters of last name	SAME	SAME
(4) Dollar Sign	SAME	SAME
(5) 4 <sup>th</sup> Character of SSN	SAME	7 <sup>th</sup> Character of LN Employee ID
(6) Dollar Sign	SAME	SAME
(7) 5 <sup>th</sup> Character of SSN	SAME	8 <sup>th</sup> Character of LN Employee ID
(8) Dollar Sign	SAME	SAME

Upon first login you will be prompted to change your password. As old password use the one you just created then pick a new password. The password must be at least 10 characters long and must contain 2 upper case letters, 2 numbers and 2 special characters.

EXAMPLE FOR APPROPRIATED FUND AND NAF EMPLOYEES: For user John Smith, his user name is his SSN with dashes, "123-45-6789", and his default password would be "JO\$sm\$4\$5\$".

EXAMPLE FOR LOCAL NATIONAL EMPLOYEES: For user John Smith, his user name is his EIN without dashes, "1234F1234", and his default password would be "JO\$sm\$2\$3\$".

### **\*INSTRUCTIONS FOR LOCATING LOCAL NATIONAL EMPLOYEE ID NUMBER**

1. Log in to Portal and click on manager tab.
2. Go to Employee Data and select employee's name.
3. Click on SF50 Information and open latest SF50 .pdf file.
4. The Employee ID Number is in block 2 Social Security Number. This is the number the employee needs to login to MyBiz

As of 23 February 2007